MERIT STAFFING VACANCY ANNOUNCEMENT	U.S. DEPARTMENT OF LABOR An Equal Opportunity Employer

Position: Information Technology Specialist	**Announcement No:** ETA-03-066
Series/Grade: GS-2210-12	**Opening Date:** May 19, 2003
	Closing Date: May 29, 2003
Salary Range: $59,234 - $77,005	**Number of Vacancies:** One (1)
	Bargaining Unit: Inside the Bargaining Unit
Organizational/Geographic Location: Employment & Training Administration Office of Technology Division of Applications Services Washington, DC	**Promotion Potential:** None
	Civil Service Status Required: Yes
	Temporary Position: No - Permanent
	Part-time Position: No – Full-Time
Duty Station: Washington, DC	**Area of Consideration:** DOL Status Candidates within the Washington, DC Metropolitan Area

Detailed application instructions and an on-line application form are available on the Employment and Training Administration, Office of Human Resources web site at URL: http://wdsc.doleta.gov/jobs/

Position Duties and Responsibilities:

This position is located in the Employment and Training Administration (ETA), Office of Technology (OT), Division of Applications Services which is responsible for coordinating with the program offices ETA's business requirements to develop technology application to enable ETA business lines. This Division develops and maintains ETA applications which maximizes ETA's use of web-based systems to conduct business, including the use of the ETA's Intranet, Extranet and the world wide web.

Duties and Responsibilities include:

- Serves as a key member of a project team that supports the Office of National Program's Division of Foreign Labor Certification's (DFLC) automated applications processing systems. These systems support the H-1B, H-2A, H-2B and Permanent Foreign Labor Certification programs.

- Reviews and analyzes the business practices that support DFLC's activities as they relate to processing foreign labor certification applications and identifies functional areas within the processing workflow that may be automated in order to reduce the time required to process applications and to support data collection and reporting requirements.

- Works with other specialists, contract staff, and program office representatives during the design, development, testing, training, and implementation phases for building new systems or adding selected automated features and/or functional modules to existing systems.

- Provides technical support to end-user population through development of Q & As, training guides, and via telephone and e-mail responses.

- Coordinates and leads user focus groups during requirements gathering efforts and during product demonstrations of new automated features, modules, or systems.

Qualification Requirements: (Applicants must meet qualification, legal, and regulatory requirements for the position by closing date of this vacancy announcement.)

Basic Requirement: To be eligible, applicant must have at least one year of specialized experience at the next lower grade level (GS-11) which is directly related to the position and has equipped the applicant with the knowledge, skills and abilities to successfully perform the duties of the position to be filled (as listed below). The Group Coverage Qualifications Standards for Administrative and Management Positions and the Individual Occupational Requirements, as published by

the Office of Personnel Management, in the Qualifications for General Schedule Positions apply.

In addition to the basic requirement applicants must meet the following Individual Occupational Requirement.

Individual Occupational Requirement: Experience that demonstrated accomplishment of computer project assignments that required a wide range of knowledge of computer requirements and techniques pertinent to the position to be filled. This knowledge is generally demonstrated by assignments where the applicant analyzed a number of alternative approaches in the process of advising management concerning major aspects of ADP system design, such as what system interrelationships must be considered, or what operating mode, system software, and/or equipment configuration is most appropriate for a given project.

Applicants must also meet time-in-grade requirements.

CONDITIONS OF EMPLOYMENT

The following statements apply if checked:

___ Requires a security clearance	___ Subject to frequent overtime
___ Requires a medical examination	___ Subject to frequent travel
___ Subject to financial disclosure requirements	___ Requires a valid drivers license
___ Requires a supervisory/managerial probationary period if the requirement has not been met	___ Subject to geographic mobility
	___ Subject to drug test prior to appointment

METHOD OF EVALUATION

Applicants meeting the minimum qualification requirements for this position may be further evaluated against other job related factors to determine who will be referred to the selecting official. The rating and ranking of candidates to determine the best qualified will be accomplished by comparing the candidate's knowledge, skills and abilities against those of other eligible candidates for each of the evaluation factors. The most important factors will be designated by the letter (H), indicating high. These factors are essential to the successful performance of the duties of the position. The candidate's experience, training, awards and performance appraisal will be considered in the evaluation process. It is the responsibility of the applicant to provide all of the information needed by the closing date of this announcement. Current and/or past supervisors may be contacted unless specified otherwise. Applicants may be interviewed by a panel and/or the selecting official or his/her designee.

IT IS HIGHLY RECOMMENDED THAT ALL APPLICANTS ADDRESS EACH OF THE EVALUATION FACTOR LISTED BELOW.

EVALUATION FACTORS: Factors designated (H) are rated high.

1. Ability to monitor the successful implementation of programming specifications by reviewing program design, programming code, and testing and debugging results based on test plans that relate back to business and security requirements. **(H)**

2. Experience in working within a team-based framework in developing automated systems and the ability to develop comprehensive work plans and to monitor progress against those plans. **(H)**

3. Knowledge of, or experience in working in the areas of: business and functional requirements definition, systems analysis and design, application development, implementation & deployment strategies, and providing end-user support services. **(H)**

4. Ability to analyze business/workplace processes to determine which are most appropriate for automation and then design system/subsystem information flows identifying data elements and sources, processing requirements, and data outputs. **(H)**

5. Ability to write effectively to produce required documents relating to the software development life cycle and to speak effectively in order to conduct briefings for various audiences and to communicate with end-users. **(H)**

HOW TO APPLY

You may submit an Optional Application for Federal Employment (OF-612), a resume **or** any other written format, including a Standard Form (SF) 171, you choose. Certain information is needed in order to evaluate your qualifications for the job, therefore, your application **must** contain the following information:
- Vacancy announcement number, title, series, grade for the job for which you are applying
- Full legal name and mailing address
- Social Security Number (SSN)
- Country of Citizenship – **MUST BE U.S. CITIZEN**
- Veterans Preference
- Daytime and evening telephone numbers
- For experiences most relevant to the position, include name of employer, dates of employment, job title, start and end dates, a

description of your duties and responsibilities and hours worked per week for each job listed**.**
- Title, series and grade and dates of highest Federal civilian position held
- For education, include name, city, and state of high school and colleges/universities attended as well as date of diploma or GED. Also include type and year of any degrees received and majors. If no degree, include total credits earned and indicate whether semester or quarter hours. Do not send transcripts unless checked below.
- To receive credit for relevant training, list seminar/course titles, dates, number of hours and name of the institutions from which training was received.
- Description of honors, awards, and special qualifications such as language skills, computer skills along with dates acquired, if relevant to position.
- If applying for reinstatement or transfer, attach a copy of the appropriate SF-50, Notification of Personnel Action, which confirms your status.

The following material is required if checked: X -- Most recent supervisory performance appraisal. ___ -- College transcript, if qualifying on education. X -- Copy of SF-50 to confirm status.	*Mail your application to, or secure forms or information from:* U.S. Department of Labor Employment and Training Administration Office of Human Resources 200 Constitution Avenue, NW, Room N-4656 Washington, DC 20210 **Attn: Shelley DeCrane** Commercial: (202) 693-3397 Fax: (202) 693-3734 TTY: (202) 693-3924 **The area of consideration for this position has been limited to** DOL Status Candidates within the Washington, DC Metropolitan Area **An incomplete application package may result in your being considered ineligible. To receive consideration for this opportunity, your complete application <u>must</u> be in our office or be postmarked by the closing date of this announcement.**

ADDITIONAL INFORMATION TO **APPLICANTS**
 All qualified candidates will receive consideration for this position without regard to race, color, religion, sex, age, national origin, disability, political affiliation, labor organization affiliation, marital status, sexual orientation, or other non-merit factors.
 The Department of Labor welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons.

 -Use of postage paid government agency envelopes to file job applications is a violation of Federal law and regulation.
 -If the position is announced with promotion potential, the incumbent may be promoted without further competition upon meeting all legal regulatory requirements. However, promotion is not guaranteed and no promise is implied.
 -Travel and relocation costs will be paid for employees of the Department for promotion. Other moves are payable if relocation is determined to be in the best interest of the government.